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11 October 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-370-4

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SUBJECT: Fitness Report

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REFERENCES: Regulation and [REDACTED] Fitness Report,
Notice and [REDACTED] Fitness Report

RESCISSIONS: ✓ OPM 20-370-1, Personnel Evaluation Report Procedures,
dated 27 February 1953
✓ OPM 20-370-2, Assignment of Personnel Office Responsibilities in Connection with Personnel Evaluation Matters,
dated 6 October 1953
✓ OPM 20-370-3, Personnel Evaluation Report Procedures,
dated 17 February 1954

1. The responsibilities of the Office of Personnel in connection with the Fitness Report are assigned as follows:

- a. Policy and program development. The Planning and Analysis Staff is responsible for the formulation of policy recommendations and program development. This includes continuing analysis of the over-all effectiveness of the program as well as the preparation of appropriate regulatory and procedural issuances for coordination with other components.
- b. Administration of reporting system. The Processing and Records Division is responsible for notifying operating officials of the due date of initial and annual Fitness Reports and for following up to ensure completion of these Reports. PRD will tab the Service Record Card, SF-7, for each employee to indicate the due date of the next Report.
- c. Review and analysis of Fitness Reports. The Placement and Utilization Division is responsible for the review and analysis of Fitness Reports. This includes responsibility for consultation with appropriate supervisory officials regarding Fitness Reports and personnel actions having a relationship to the content of such reports.
- d. Administrative Officer. The Chief, Processing and Records Division is responsible for the administration of the Fitness Report program within the Office of Personnel and will assume the duties of "administrative officer" as required by paragraph 5a(1), referenced headquarters Regulation.
- e. Personnel Career Service Board. The Administrative Officer, paragraph d, above, will transmit the Office copy of the Fitness Report on each member of the Office of Personnel to the Executive

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Secretary of the Personnel Career Service Board. The Executive Secretary will maintain a file of these reports and make them available to members of the Career Service Board and other officials of the Office of Personnel, as required.

f. Supervisors. The responsibilities of supervisors in connection with the Fitness Report program are detailed in referenced headquarters Regulation and Notice. Each supervisor in the Office of Personnel is responsible for the prompt submission of Fitness Reports, as required.

2. Procedures in the Administration of the Fitness Report

a. In accordance with referenced headquarters Notice, the Processing and Records Division (PRD) will continue current procedures concerning the Personnel Evaluation Report until the effective dates for beginning the Fitness Report Program.

b. Beginning 15 October or earlier, PRD will prepare lists of employees for whom Fitness Reports will be due the following month. Each such list will contain the names, organizations and due dates of reports of such employees within an operating component as indicated in referenced Notice. The lists will be transmitted to the appropriate Administrative or Personnel Officers in the operating components, in triplicate, so as to reach them on or before the 15th day of each month. Pencil notation will be made in Item No. 15 of the Service Record Card to indicate the date action was initiated and the due date of the Report.

c. On or before the 15th day of the month following the month in which the due date of the report falls, PRD will prepare a follow-up list of Fitness Reports which have not been received in the Office of Personnel for transmittal to the appropriate Administrative or Personnel Officer in the operating component. The Chief, PRD, will initiate appropriate action in those cases when such reports appear as delinquent during the second month following the month in which the due date of the report falls. Unusual delinquency of this sort will be reported to the Deputy Assistant Director for Personnel.

d. Completed Reports received in the Office of Personnel will be posted to the Service Record Card and forwarded to PUD for review and appropriate action. After processing in PUD, Reports will be returned to PRD for filing in the Official Personnel Folder of the employee concerned.


George E. Maloon
Deputy Assistant Director
for Personnel

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